Marquee Message Request

Please fill out the information below to request a message to be advertised on the Marquee. Please submit this request to Mrs. Van Scyoc 72 hours prior to your message being on the Marquee.

Your information

Name: _____ Room #:_____

Department: _____

Phone Number: _____

Today's date: _____

Marquee Message

Message should run from _____ to _____.
(Note: Message should not run more than 5 days.)

Please follow one of these formats:

Message to be posted:

_____

_____

_____

_____

Notes (additional information for Mrs. Van Scyoc):

_____

_____

Submit

Revised: 11/19/13